

**AN ORDINANCE  
BY FINANCE/ EXECUTIVE COMMITTEE**

**AN ORDINANCE TO PLACE ALL EMPLOYEES OF THE CITY OF ATLANTA  
ON A BI-WEEKLY PAY SCHEDULE BEGINNING DECEMBER 13, 2007; AND  
FOR OTHER PURPOSES.**

**WHEREAS**, the City of Atlanta ("City") currently has six different pay groups with three different pay cycles, and processes over 168 payrolls each year; and

**WHEREAS**, while some employees are currently paid on a bi-weekly basis, employees in City Council and Solid Waste Services are paid monthly and weekly, respectively; and

**WHEREAS**, in a performance audit of the Enterprise Resource Planning ("ERP") System dated November, 2005, the City Auditor's Office recommended that the City streamline Human Resources/ Payroll practices to best configure the ERP System by consolidating City employees into as few pay groups as possible; and

**WHEREAS**, the ERP Steering Committee, which provides oversight of the ERP Program, agreed with the recommendations of the City Auditor's Office; and

**WHEREAS**, beginning December 13, 2007, the City of Atlanta will implement the new Oracle payroll system; and

**WHEREAS**, the City desires to move to 26 bi-weekly payrolls to take advantage of Oracle's functionality and efficiencies in combining payrolls; and

**WHEREAS**, under the new Oracle payroll system, all City employees will begin a new bi-weekly pay schedule on December 13, 2007; and

**WHEREAS**, the shift to a single bi-weekly pay schedule beginning on December 13, 2007 for all employees will require bridge payments so that all employees will be paid for all days worked through December 12, 2007 for the following number of days:

- Group 1 – Police – 2 days
- Group 2 – Sanitation – 3 days
- Group 3 – General – 7 days
- Group 4 – Public Works – 5 days
- Group 5 – City Council – no payment required
- Group 6 – Fire – no payment required; and

**WHEREAS**, the new bi-weekly payroll system will allow more time for the Payroll and Human Resources Departments to ensure the accuracy of information in the system and the amount of each paycheck.

**THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY ORDAINS, as follows:**

**SECTION 1:** That effective with the pay period beginning December 13, 2007 all employees of the City of Atlanta shall be paid on a bi-weekly basis.

**SECTION 2:** That the shift to a single bi-weekly pay schedule beginning on December 13, 2007 for all employees will require bridge payments so that all employees will be paid for all days worked through December 12, 2007 for the following number of days:

- Group 1 – Police – 2 days
- Group 2 – Sanitation – 3 days
- Group 3 – General – 7 days
- Group 4 – Public Works – 5 days
- Group 5 – City Council – no payment required
- Group 6 – Fire – no payment required; and

**SECTION 3:** That all Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

**Part II: Legislative White Paper:** (This portion of the Legislative Request Form will be shared with City Council members and staff)

**A. To be completed by Legislative Counsel:**

**Committee of Purview:** Finance/ Executive Committee

**Caption:** AN ORDINANCE TO PLACE ALL EMPLOYEES OF THE CITY OF ATLANTA ON A BI-WEEKLY PAY SCHEDULE BEGINNING DECEMBER 13, 2007; AND FOR OTHER PURPOSES.

**Council Meeting Date:** November 5, 2007

**Requesting Dept.:** Department of Finance

**B. To be completed by the department:**

**1. Please provide a summary of the purpose of this legislation (Justification Statement).**

With the implementation of the Oracle Payroll system, the City is combining the 6 different groups, using 3 different pay cycles into one bi-weekly payroll cycle, utilizing the attached payroll schedule.

**2. Please provide background information regarding this legislation.**

Currently every Wednesday and Friday is a pay date for one of the paygroups. The City currently processes over 168 payrolls a year. To take advantage of Oracle's functionality and efficiencies in combining the payrolls, the City desires to move to 26 bi-weekly payrolls. This will allow more time for the Payroll Department and the Human Resources Department to ensure that the information in the Human Resources and Payroll Systems is correct and the amount on the paycheck is correct.

**3. If Applicable/Known:**

- (a) Contract Type (e.g. Professional Services, Construction Agreement, etc):
- (b) Source Selection:
- (c) Bids/Proposals Due:

(d)      **Invitations Issued:**

(e)      **Number of Bids:**

(f)      **Proposals Received:**

(g)      **Bidders/Proponents:**

(h)      **Term of Contract:**

**4. Fund Account Center:**

**5. Source of Funds: *Example: Local Assistance Grant***

**6. Fiscal Impact:**

**7. Method of Cost Recovery:**

**This Legislative Request Form Was Prepared By: Ray Zies**

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: GREG PRIDGEON

Dept.'s Legislative Liaison: LaShawn Gardiner

Contact Number: 404-330-6449

Originating Department: Department of Finance

Committee(s) of Purview: Finance/ Executive Committee

Chief of Staff Deadline: October 8, 2007

Anticipated Committee Meeting Date(s): October 30-31, 2007

Anticipated Full Council Date: November 5, 2007

Legislative Counsel's Signature: 

Commissioner Signature: 

Chief Procurement Officer Signature: \_\_\_\_\_

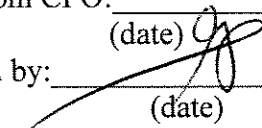
**CAPTION**

AN ORDINANCE TO PLACE ALL EMPLOYEES OF THE CITY OF ATLANTA ON A BI-WEEKLY PAY SCHEDULE BEGINNING DECEMBER 13, 2007; AND FOR OTHER PURPOSES.

FINANCIAL IMPACT (if any):

Mayor's Staff Only

Received by CPO: \_\_\_\_\_ (date) Received by LC from CPO: \_\_\_\_\_ (date)

Received by Mayor's Office: 10.16.07 (date) Reviewed by:  (date)

Submitted to Council: \_\_\_\_\_ (date)